How to change 1098-T delivery method

When logging in between December 1st and June 1st students will receive a pop-up requesting consent to receive the form 1098-T electronically



*** Whether the student consents or not they only receive this pop-up once ***

A student may change their consent at any time following these steps:

• Login to Bill+Payment and on the home screen select "Consents and Agreements" in the right hand column under My Profile Setup



• On the Consents and Agreements page the current method of delivery is displayed. Click the "Change" button to switch from paper to electronic delivery or vice versa.



• A pop-up will display asking for consent to receive the 1098-T electronically. Click "Accept Consent."

UNIVERSITY JAN SOUND	Paperless 1098-T Option ×	Logout 🖗
My Account Make Payment Consents and Ag You currently receive a paper copy of y	TestTestTestTestTestTestTestTestTestTest	My Profile Change
	Your paperless 1098-T choice can be changed at any time via the My Profiles page. I Do Not Consent Accept Consent	
		secured by touchnet

• You will be returned to the Consents and Agreements page where a message should display indicating you have change the method of delivery.



The 1098-T will now be available electronically for as long as you have access to Bill+Payment.